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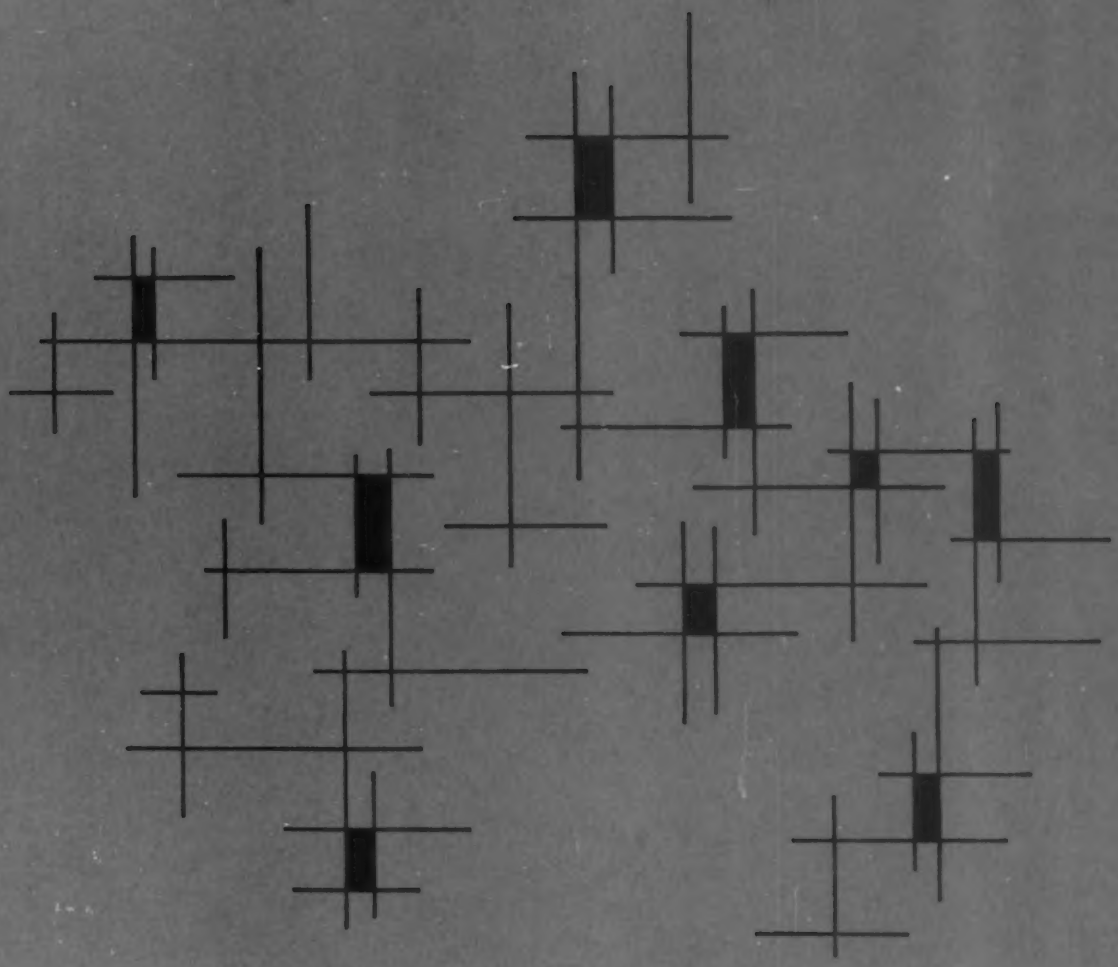
Personnel Literature



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ASSESSMENT CENTERS

5-1 M-Film

Rosser, Fredrick V.

Managerial assessment: an assessment center approach. Ann Arbor, Mich., University Microfilms, 1976. 119p.

Master's thesis, Florida Atlantic University, 1976. Abstracted in Masters Abstracts, vol. 14, no. 3, September 1976, p. 135-136.

Descriptors: *Assessment centers--Research / *Assessment centers--Administration / *Assessment centers--Planning.

5-2

Schmitt, Neal.

Interrater agreement in dimensionality and combination of assessment center judgments. Journal of applied psychology, 62:171-176, April 1977.

Descriptors: *Assessment centers / *Executives--Evaluation--Research.

5-3

Turner, Tom S.

Assessment centres--some problem causing practices. Canadian personnel and industrial relations journal, 24:46-47+, March 1977.

Descriptors: *Assessment centers--Evaluation / Assessors--Training / *Assessment centers.

CAREER PLANNING

5-4 Ie438.5 .W17pL 1976

Walter, Verne.

Planner's guide for the self-motivated personal career planning program. Rev. ed. Santa Monica, Calif., The Author, 1976. 47p.

Cover title: Self-motivated personal career planning; planner's guide.

Miscellaneous forms and handouts included.

Not available for interlibrary loan.

Descriptors: *Career planning--Handbooks, manuals, etc. / *Self-evaluation--Problems, exercises, etc. / *Career planning--Problems, exercises, etc.

CIVIL SERVICE

5-5

Bach, Hollis B.

The merit track in local government: abused and diffused. Public personnel management, 6:116-120, March-April 1977.

Paper presented at IPMA's 1976 International Conference, Washington, D.C.

Descriptors: *Civil service / *Municipal employees / *Labor-management relations / Fringe benefits / City managers / Civil service commissions / Municipal government.

5-6

Marsh, John J.

Personnel employees' perceptions of a state merit system. Public personnel management, 6:93-97, March-April 1977.

Descriptors: *Civil service--Administration / *Attitude surveys / State employees /Personnel departments / *Employee attitudes.

CIVIL SERVICE, FEDERAL

5-7 Ia11.15 .J59t

Johansen, I. Norman.
Tips on landing a Federal government job; a do-it-yourself guide to effective SF-171 writing and government job hunting. Annapolis, Md., Job Hunter's Forum, 1976. 90p.
Descriptors: *Applications for positions--Handbooks, manuals, etc. / *Civil service / Federal government / *Forms (Personnel).

5-8 Ic26.4 .Un35f 1976

U.S. Civil Service Commission.
Fact sheet; civil service and excepted positions. Prepared by Office of Public Affairs. Rev. ed. Washington, 1976. 6p.
Descriptors: *Excepted positions / *Federal employees.

5-9 Ia11.15 .Un35s

U.S. Civil Service Commission.
Some general information about Federal jobs; first, see US. Prepared by Bureau of Recruiting and Examining. Washington, U.S. Govt. Print. Off., 1976. 8p. (BRE-67)
Descriptors: *Government service as a career / *Applications for positions / Federal government.

5-10 Law .V46p Civ. Ser.

Vaughn, Robert G.
Principles of civil service law. New York, M. Bender, 1976. lv.
Descriptors: *Civil service laws--Handbooks, manuals, etc. / Federal government / *Civil service history / Tests / Appointments / *Adverse actions / *Appeals--Procedures / *Judicial review of administrative acts / Compensation / Working conditions / Equal opportunity in employment / Labor-management relations / *Civil service--Comparative studies.

5-11

What's wrong with the civil service? Washington monthly, 9:50-61, April 1977.
Contents: Inflated grades, by Marjorie Boyd; Inflated job descriptions, by Leonard Reed; Inflated pay, by Stephan J. Chapman.
Descriptors: *Civil service / *Position classification /*Job descriptions / *Pay rates / Grade inflation / Pay comparability / Federal government / *Pensions / *Executives--Pay.

CIVIL SERVICE, FOREIGN

5-12

Anstey, E.
BSRD--a valedictory message. Management services in government (Gt. Brit.), 32:26-34, February 1977.
Discusses the functions of the Behavioral Sciences Research Division (BSRD) in the Civil Service Department.
Descriptors: *Great Britain--Civil service / *Personnel administration / Executives--Selection / Recruitment.

5-13

The response to the Fulton report--part 3. Management services in government (Gt. Brit.), 32:41-47, February 1977.
Part 1 and 2 appeared in Management Services in Government, 31:150-164, August 1976 and 31:225-237, November 1976 (Personnel Literature, items 11-14, November 1976 and 1-16, January 1977).
Descriptors: *Great Britain--Civil service / *Personnel administration / *Professional employees / Pensions / Retirement / Accountants / Attorneys.

COLLEGE GRADUATES

5-14 Ie438 .C5En2t 1977

Endicott, Frank S.

Trends in the employment of college and university graduates in business and industry, 1977; thirty-first annual report. A survey of 215 well-known business and industrial concerns. Evanston, Ill., Northwestern University, 1976. 12p.

Descriptors: *College graduates--Employment / *College graduates--Pay.

5-15

Lecht, Leonard A.

Grading the college diploma. Across the Board, 14:25-30, April 1977.

Descriptors: College graduates--Career opportunities / *College graduates--Employment--Statistics / *College graduates--Pay--Statistics / *Degrees, Academic--Economic aspects / Women college graduates / Employment forecasting.

5-16

Simison, Robert L.

Sifting seniors; a corporate recruiter finds college rounds are busier than usual. Wall Street journal, 189:1+, March 30, 1977.

Descriptors: *College graduates--Recruitment / *College graduates--Career opportunities / *Recruiters / Engineers--Career opportunities / Scientists--Career opportunities.

COMMUNICATION

5-17

Boudewyn, Adri G.

The open meeting--a confidential forum for employees. Personnel journal, 56:192-194, April 1977.

Descriptors: *Communication in personnel management--Methods / *Staff meetings / Feedback (Psychology) / *Employee attitudes.

5-18 Ie405 .G91g 1977

Harnack Robert V., Thorrel B. Fest and Barbara S. Jones.

Group discussion; theory and technique. 2d ed. Englewood Cliffs, N.J., Prentice-Hall, 1977. 299p.

Descriptors: Group dynamics--Textbooks / *Discussion groups / *Small groups / Problem solving--Group method / Decision-making--Group method / *Communication in personnel management--Problems, exercises, etc. / Leadership / Discussion groups--Evaluation.

5-19

Stevens, Betsy.

Improving communication with clerical workers: the non-sexist directive. Personnel journal, 56:170-172, April 1977.

Descriptors: *Communication in personnel management / *Office workers / *Women--Discrimination.

COMMUNICATION (Cont'd)

5-20

Yorks, Lyle.

Managing professional relationships; part II--influencing skills. Journal of systems management, 28:6-11, March 1977.

Part 1 appeared in Journal of Systems Management, 28:6-11, January 1977; indexed in Personnel Literature, February 1977, item 2-23.

Descriptors: *Communication / *Human relations / Communication--Simulation methods / *Electronic data processing personnel / Professional employees.

COMPENSATION

5-21 Ie53 .Of5Ad6d 1976-77

Administrative Management Society.

Office salaries directory for United States and Canada. Willow Grove, Pa., 1976. 40p.

Based on salaries in effect on February 3, 1976.

Descriptors: *Office workers--Pay / *Electronic data processing personnel / *Pay surveys.

5-22

Beller, Andrea H.

The effect on women's earnings of enforcement in Title VII cases. Monthly labor review, 100:56-57, March 1977.

Descriptors: *Equal opportunity in employment--Law and legislation / *Women--Pay.

5-23 Ie52 .C76co

Conference Board, Inc.

Compensation strategies during an uncertain recovery; excerpted from the Conference on Compensation Strategies during an Uncertain Recovery, New York, March 25, 1976, ed. by David A. Weeks. New York, 1977. 55p. (Conference Board report no. 709)

Descriptors: *Compensation administration--Conferences / *Pay compression.

5-24 Ie621 .P96p No. 55

International Personnel Management Association.

Costing union demands, by W. D. Heisel and Gordon S. Skinner. Chicago, 1976. 73p. (Public employee relations library no. 55)

Descriptors: *Labor costs / *Fringe benefits--Cost / *Collective bargaining.

5-25

Katz, Paul A., ed.

[Compensation is coming.] Classifiers column (Classification and Compensation Society), 8:1-15, March 1977.

Contents: Compensation is coming, by Paul A. Katz; PATC maintenance program, by Ruth O'Donnell; Job evaluation and pay in the TVA, by John S. Bynon; Compensation: reasonableness is the yardstick, by Ray W. Dellas; Job grading and pay in the Federal Wage System, by Don E. Hoag; FWS vs GS at the interface (the "inversion" problem), by Pascale A. Petosa; Nonappropriated Fund (NAF) Federal Wage System, by George Holland and Rich Liebl; The two halves of compensation, by Richard H. Hall.

Descriptors: Tenessee Valley Authority / U.S. Bureau of Labor Statistics / *Job evaluation / U.S. Civil Service Commission / *Pay / *Wage system employees--Pay / Federal government / Position classification / Contractor personnel / *Pay comparability / U.S. Department of Defense / *Compensation administration / *Pay policies / Pay systems / Nonappropriated fund employees.

COMPENSATION (Cont'd)

5-26

Legislative pay raised in 16 states in 1977. State government news, 20:2-3, March 1977.

Descriptors: *Legislators--Pay / *Pay--Statistics.

5-27

More action on expanded equal pay. Spokeswoman, 7:4, March 15, 1977.

Descriptors: *Pay rates / *California--Civil service / *Office workers--Pay / State employees / Pay--Law and legislation / Women--Discrimination.

5-28

Phillips, B. Ellis and Richard F. Dworak.

The Federal garnishment statute: its impact in the Air Force. Air Force law review, 18:70-80, Winter 1976.

Adapted from a speech prepared for delivery to the General Practice Section of the American Bar Association at its annual convention, Atlanta, Georgia, August 10, 1976.

Descriptors: *Garnishment / *U.S. Department of the Air Force / *Military personnel--Pay.

5-29 Ie55 .Un35pa 1975

U.S. Civil Service Commission.

Pay structure of the Federal civil service, March 1975. Prepared by Bureau of Manpower Information Systems, Manpower Statistics Division. Washington, U.S. Govt. Print. Off., 1976. 41p. (SM 33-75)

Descriptors: *Pay systems--Statistics / *Civil service--Statistics / *Pay surveys / Federal employees.

5-30

Yaeger, Deborah S.

Career clothes (don't call them uniforms) solve firms' image and dress-code problems. Wall Street journal, 189:44, April 12, 1977.

Descriptors: *Work clothes / Employee rules.

CONSULTANTS

5-31

Cooper, Lloyd.

How to make more effective use of your training consultants. Training and development journal, 31:16-18, March 1977.

Descriptors: *Training consultants--Utilization / *Training consultants--Selection / *Training consultants--Evaluation.

COUNSELING

5-32 M-Film

Yaple, Carolyn B.

Counseling the alcholic and drug abuser. Ann Arbor, Mich., University Microfilms, 1976. 91p.

Master's thesis, Western Michigan University, 1976. Abstracted in Master's Abstracts, vol. 14, no. 3, September 1976, p. 189.

Descriptors: *Drug abuse--Treatment / *Alcoholics--Rehabilitation / Personality / *Literature reviews / *Counseling.

DISADVANTAGED

5-33

Haefner, James E.

Race, age, sex, and competence as factors in employer selection of the disadvantaged. Journal of applied psychology, 62:199-202, April 1977.

Descriptors: *Selection--Research / *Disadvantaged / *Sex discrimination--Research / *Age discrimination--Research

ELECTRONIC DATA PROCESSING PERSONNEL

5-34

Elliott, Clifford and Joel Haynes.

Resolving a growing conflict: management and computer specialists. Michigan business review, 29:9-13, March 1977.

Descriptors: *Electronic data processing personnel / *Executives--Abilities / *Electronic data processing departments--Management / Executives--Responsibilities / Communication in management.

EMPLOYEE HEALTH AND MEDICAL CARE

5-35

Gavin, James F.

Occupational mental health--forces and trends. Personnel journal, 56:198-201, April 1977.

Descriptors: *Mental health / *Working climate / Forecasting / *Organizational behavior.

5-36

Schinto, Jeanne.

More corporations see fit to keep employees fit; government slow on the uptake. Washington Post, p. F9+, March 31, 1977.

Descriptors: *Physical fitness / *Federal employees / *U.S. Department of Justice.

5-37 Ie568.5 .Un38f

U.S. Congress. House. Committee on Post Office and Civil Service.

Federal employee preventive health services. Prepared by the Subcommittee on Retirement and Employee Benefits. Washington, U.S. Govt. Print. Off., 1976. 46p. (H. com. print. 94th Cong.)

Descriptors: Federal employees / Medical care--Costs / Health, Employee / *Health benefit programs--Evaluation / *Health benefit programs--Costs / Cost-benefit analysis.

5-38

Weiss, W. H.

You can't ignore the alcoholic. Supervision, 39:6-8, April 1977.

Descriptors: *Alcoholic employees--Rehabilitation / *Supervisors--Responsibilities.

EMPLOYEES' COMPENSATION

5-39 Ie564 .Un474r

U.S. Employment Standards Administration.

Report of the OWCP Task Force: program description and recommendations. Washington, U.S. Department of Labor, Office of Workers' Compensation Programs, 1976. 257p.

Cover title: Federal employees' compensation program.

Descriptors: Employees' compensation / Federal employees / *Employees' compensation--Administration / *Employees' compensation--Evaluation / Employees' compensation--Law and legislation / Disability benefits.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-40
Abramson, Joan.
Measuring success. Civil rights digest, 9:14-27, Winter 1977.
Descriptors: *Affirmative action--Evaluation / *Women--Discrimination /*Women college professors / *Minority groups--Discrimination/

5-41
Falk, Carol H.
The ´benign discrimination´ issues. Wall Street journal, 189:12, April 1, 1977.
Descriptors: *Equal opportunity in employment--Law and legislation / *Discrimination / *Affirmative action.

5-42
Gery, Gloria J.
Equal opportunity--planning and managing the process of change. Personnel journal, 56:184-185+, April 1977.
Descriptors: *Equal opportunity in employment / *Affirmative action--Methods / Simulation methods / Change, Resistance to.

5-43
Grimm, Karen L.
The coverage of Federal excepted service personnel under the Equal Employment Opportunity Act of 1972. Georgetown law journal, 65:837-856, February 1977.
Descriptors: *Federal employees--Cases / *Equal opportunity in employment--Cases / *Excepted positions--Cases.

5-44
Hanks, Thrift G.
Medical standards for employment in relation to nondiscrimination laws. Journal of occupational medicine, 19:181-187, March 1977.
Descriptors: *Physically handicapped--Employment / *Discrimination / Risk / Insurance, Employers´ liability / *Health, Employee--Standards / *Equal opportunity in employment--Law and legislation.

5-45
Kohansky, Donna L.
The coverage of appointees of state and local elected officials under the Equal Employment Opportunity Act of 1972 and congressional power to enforce the fourteenth amendment. Georgetown law journal, 65:809-836, February 1977.
Descriptors: *State employees--Cases / *Equal opportunity in employment--Cases / *Excepted positions.

5-46
Lindsey, Robert
White/Caucasian--and rejected. New York times magazine, p. 42-47+, April 3, 1977.
Descriptors: *Discrimination in education--Cases / U.S. Supreme Court.

5-47 Law .N21j EEO
National Civil Service League.
Judicial mandates for affirmative action; a National Civil Service League guidebook for public employers. Washington, 1976. 39p.
Descriptors: Equal opportunity in employment / *Discrimination--Cases / *Seniority--Cases / *Sex discrimination--Cases / Pregnancy / Insurance, Disability.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

5-48

Oaks, Dallin H.

Title IX: administrative, legal and constitutional aspects. Vital speeches of the day, 43:372-376, April 1, 1977.

Descriptors: *Discrimination in education / Education, Higher / *Civil rights--Law and legislation / *Women--Discrimination / *Law--Interpretation and construction.

5-49

Short people and job bias. U.S. news & world report, 82:68-69, March 28, 1977.

Descriptors: *Equal opportunity in employment / *Women--Characteristics / *Height.

5-50

White, Shelby.

The office pass. Across the Board, 14:17-20, April 1977.

Descriptors: *Women--Discrimination--Law and legislation / *Law--Interpretation and construction / *Women--Discrimination--Cases.

EXECUTIVES

5-51

Washington's glut of ex-bureaucrats. Business week, p. 25-26, April 4, 1977.

Descriptors: *Political executives / Federal government / *Job search / *Executives--Career opportunities.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

5-52

Bower, Joseph L.

Effective public management. Harvard business review, 55:131-140, March-April 1977.

Descriptors: *Executive effectiveness / *Executives--Abilities / *Leadership style / *Political executives / Federal government / Municipal government.

5-53 Ie124 .Eu7e

European industrial managers; west and east, ed. by J. J. Boddewyn. White Plains, N. Y. International Arts and Sciences Press, 1976. 557p.

Descriptors: *Executives--Characteristics--Addresses, essays, lectures / *Executives--Charactersitics--Comparative studies / *Europe / Career patterns / United States.

5-54

Larwood, Laurie and William Whittaker.

Managerial myopia: self-serving biases in organizational planning. Journal of applied psychology, 62:194-198, April 1977.

Descriptors: *Executives--Attitudes--Research / *Executives--Characteristics--Research.

5-55

Laverty, Frank T.

The OK manager. Optimum (Canada), 7:37-51, no. 4 1976.

Descriptors: *Executives--Characteristics / Human behavior / *Transactional analysis / Leadership style.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

5-56
Reichman, Walter and Marguerite Levy.
Personal power enhancement: a way to executive success. Management review, 66:28-34, March 1977.
Descriptors: *Executives--Characteristics / *Success in employment / *Communication techniques / Socialization / Frustration / Power (Social sciences).

5-57
Watson, John and John Williams.
Relationship between managerial values and managerial success of black and white managers. Journal of applied psychology, 62:203-207, April 1977.
Descriptors: *Afro-American executives / *Executives--Attitudes--Research / *Executives--Characteristics / *Success in employment--Research.

EXECUTIVES--COMPENSATION

5-58 Ie53 .Ex3Ex3e
Executive compensation; selected references, comp. by Karen B. Tracy. Boston, Harvard University, Graduate School of Business Administration, 1976. 19p. (Reference list no. 28)
Descriptors: *Executive compensation--Bibliography / *Pay surveys--Bibliography.

5-59
Focus on executive compensation. Management controls, 24:4-12, March-April 1977.
Contents: New stock compensation strategies for 1977, by Louis J. Brindisi, Jr.; Unusual advantages of restricted stock awards, by Edmund A. Schwesinger, Jr.; Stimulating younger people, by Joseph E. Godfrey, III.
Descriptors: *Stock options / *Executive compensation--Planning / Age / Income tax.

5-60 Ie55 .Un365r 1976 Suppl.
U.S. Commission on Executive, Legislative, and Judicial Salaries.
Staff report.... Washington, U.S. Govt. Print. Off., 1977. 310p.
Supplementary volume to the Commission's report, containing staff studies, letters, hearing testimony and references to earlier and related studies. For citation to the report, see Personnel Literature, February 1977, item 2-60.
Descriptors: *Executive compensation--Sources / *Executive compensation--Bibliography / Judges--Pay / Legislators--Pay / Federal government / Relocation / Moving expenses.

EXECUTIVES--RESPONSIBILITIES

5-61 Id22 .G79gu
Great Britain. Civil Service Department.
Guide for new managers. [London] H. M. Stat. Off., 1975. 34p.
Descriptors: *Executives--Responsibilities / *Executives--Abilities / *Management--Handbooks, manuals, etc. / Great Britain--Civil service

5-62
McAdams, Tony and Robert C. Miljus.
Growing criminal liability of executives. Harvard business review, 55:36-37+, March-April 1977.
Descriptors: *Executives--Responsibilities--Cases / *Liability (Law).

EXECUTIVES--RESPONSIBILITIES (Cont'd)

5-63

Nielsen, Richard.

Criminal executives. Business and society review, p. 72-73, Winter 1976-77.

Descriptors: *Liability (Law) / *Executives--Responsibilities.

EXECUTIVES--SELECTION AND TESTS

5-64

Mace, Myles L.

The board and the new CEO. Harvard business review, 55:16-17+, March-April 1977.

Descriptors: *Executive succession / *Executives--Selection / Directors of corporations.

EXECUTIVES--TRAINING

5-65

Bobele, H. Kenneth and Peter J. Buchanan.

Training managers to be better problem-solvers. Journal of creative behavior, 10:250-255, no. 4 1976.

Descriptors: *Executives--Training--Methods / *Problem-solving--Study and teaching / Case study method / Problem solving--Methods.

5-66

Sullivan, John F.

Trends in university-based continuing management education. Training and development journal, 31:23-26, March 1977.

Descriptors: *Professional education / *Executives--Training / *Universities and colleges--Curricula / *Continuing education unit / Training courses of study.

GRIEVANCES AND APPEALS

5-67

Edwards, John and others.

The classifier on the witness stand or everything we've wanted to know about FEAA and ARB and didn't have an expert to ask. Classifiers column (Classification and Compensation Society), 8:15-16, March 1977.

Descriptors: *Appeals / *U.S. Civil Service Commission / Adverse actions--Appeals.

5-68

Mauer, George W.

A note on grievance procedures: peer review and employee advocacy. Michigan business review, 29:27-30, March 1977.

Descriptors: *Grievances--Procedures--Case studies / Health manpower.

GROUP RELATIONS

5-69 Ie608 . P47a 1977

Pfeiffer, J. William.

Annual handbook for group facilitators, 1977. 6th ed. La Jolla, Calif., University Associates, 1977. 289p.

Descriptors: *Group relations training--Handbooks, manuals, etc. / *Human relations training--Handbooks, manuals, etc.

HANDICAPPED

5-70

Levitan, Sar A. and Robert Taggart.
Employment problems of disabled persons. Monthly labor review, 100:3-13, March 1977.
Descriptors: *Handicapped--Employment / *Handicapped--Rehabilitation / *Handicapped--Statistics / Rehabilitation, Vocational.

HEALTH MANPOWER

5-71

Hammond, Robert S.
Unified approach needed to combat persisting manpower problems. Hospitals, 51:85-86+, April 1, 1977.
Descriptors: *Health manpower--Manpower planning / Physicians / Licenses / Physicians' assistants / Nurses--Manpower planning / *Manpower forecasting / Women--Discrimination.

5-72 Ie438 .H34H35h

Health manpower information for policy guidance; report of a conference sponsored by Conservation of Human Resources, Columbia University, Tarrytown, N.Y., April 16-18, 1975, ed. by Dale L. Hiestand and Miriam Ostow. Cambridge, Mass., Ballinger Pub. Co., 1976. 149p.
Descriptors: *Health manpower--Manpower planning / *Health manpower--Conferences / Health manpower--Addresses, essays, lectures / Physicians / Nurses--Manpower planning / Physicians' assistants.

5-73

Hermann, Edward R.
Industrial hygienists: training and development. International journal of occupational health & safety, 45:32-34, September-October 1976.
Descriptors: *Industrial hygienists--Education / *Industrial hygienists--Career opportunities.

5-74

Stilkind, Jerry.
Wanted! Industrial hygienists. Job safety & health, 5:6-14, March 1977.
Descriptors: *Industrial hygienists--Career opportunities / Pay / Education / Federal government.

HOURS OF WORK

5-75

For more and more workers, an end to the 9-to-5 day. U.S. news & world report, 82:80-81, April 4, 1977.
Descriptors: *Flexible working hours / *Job sharing / *Part-time work.

5-76

Hartman, Richard I. and K. Mark Weaver.
Four factors influencing conversion to a four-day work week. Human resource management, 16:24-27, Spring 1977.
Descriptors: *Four-day workweek--Evaluation / *Executives--Attitudes / Productivity /Job satisfaction / Absenteeism / Labor turnover / *Four-day workweek--Research.

HOURS OF WORK (Cont'd)

5-77
Hedges, Janice N. and Stephen J. Gallogly.
Full and part time: a review of definitions. Monthly labor review, 100:21-28, March 1977.
Descriptors: *Part-time work--Terminology / *Part-time workers--Statistics.

HUMAN RELATIONS

5-78
Cahn, Meyer M.
Helping people deal with their differences--an OD direction: an interview with Stuart Atkins. Journal of applied behavioral science, 13:110-116, no. 1 1977.
Descriptors: *Human relations / *Human behavior / *Conflict resolution / Organization development.

5-79 Id72.9 .C74c 1976
Concepts and controversy in organizational behavior, ed. by Walter R. Nord. 2d ed.
Santa Monica, Calif., Goodyear Pub. Co., 1976. 727p.
Descriptors: *Organizational behavior--Addresses, essays, lectures / Motivation / Personality / *Human behavior--Addresses, essays, lectures / Organizations--Theory / Communication / *Social psychology--Addresses, essays, lectures / Group dynamics / Leadership / Perception / Communication.

5-80 BF203 .H42a
Herman, Stanley M. and Michael Korenich.
Authentic management; a Gestalt orientation to organizations and their development.
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Descriptors: *Conflict, Organizational / *Executives--Attitudes / *Human relations.

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Success with people; the Theory Z approach to mutual achievement. Homewood, Ill., Dow Jones-Irwin, 1976. 277p.
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INCENTIVE AWARDS AND PROGRAMS

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Employee innovation and government productivity: a study of suggestion systems in the public sector. Chicago, International Personnel Management Association, 1976. 90p. (Personnel report no. 763)
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The Federal Incentive Awards Program; a handbook & guide. Prepared by Office of Incentive Systems. Washington, U.S. Govt. Print. Off., 1976. 141p.
Descriptors: *Incentive awards--Handbooks, manuals, etc. / Federal government.

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Source book of health insurance data 1976-77. New York, 1977. 80p.
Descriptors: *Medical care--Cost--Statistics / *Insurance, Health--Statistics / Medicare--Statistics / Sick leave--Statistics.

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Internship: field experience. Public management, 59:2-18, January 1977.
Contents: Directing and supervising the intern, by Cortus T. Koehler; Community consultation, by Fred Fisher; Philippine internship program, by Thomas E. Thorward; Experience.
Descriptors: *Internship--Administration / *Interns (Civil service)--Evaluation / *Philippines--Civil service.

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Straussman, Jeffrey D.
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Descriptors: Women--Employment / Labor supply / *Unemployed / *Labor economics / *Labor force.

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Reprinted from: February 1976 Monthly Labor Review with supplementary tables.
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LABOR-MANAGEMENT RELATIONS

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Interest arbitration in the Federal public service of Canada. Kingston [Ontario], Queen's University, Industrial Relations Centre, 1976. 62p. (Research and current issues series no. 31)
Descriptors: *Contract arbitration--Evaluation / *Canada--Civil service / Strikes.

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Will labor fulfill its destiny? Industry week, 192: 52-57+, March 14, 1977.
Descriptors: *Professional employees--Unions / *White collar workers / *Government employees / *Unions / Unions--History / Work values / Social change

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Fiorello, Thomas M.
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Descriptors: Teachers--Collective bargaining / *Labor-management relations--Law and legislation / State employees / Local officials and employees / *California--Civil service / Strikes / Employees' compensation / *Labor disputes / Negotiation--Law and legislation / *Bargaining impasse procedures--Law and legislation.

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Koncel, Jerome A.
Hospital labor relations struggles through its own revolution. Hospitals, 51:69-71+, April 1, 1977.
Descriptors: Collective bargaining / Strikes / *Hospital workers / Municipal employees / Professional employees--Unions / *Labor-management relations.

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Miller, Glenn W.
Impact of early collective negotiations by public employees. Public personnel management, 6:106-115, March-April 1977.
Descriptors: *Collective bargaining / *Kansas / State employees / County officials and employees / Local employees.

5-102
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Descriptors: *Collective bargaining / *Negotiators.

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Descriptors: *Labor-management relations--Bibliography / Federal government / State government / Local government / Bibliography--Bibliography / Postal employees / Foreign service officers.

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Participative management, collective bargaining, and professionalism. College & research libraries, 38:140-146, March 1977.
Descriptors: *Participative mangement / *Professional employees--Unions / *Collective bargaining / *Professional employees / Librarians / Goals.

LABOR-MANAGEMENT RELATIONS (Cont'd)

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Staudohar, Paul D.
Legal and constitutional issues raised by organization of the military. Labor law journal, 28:182-186, March 1977.
Descriptors: *Military personnel--Law and legislation / *Unions.

5-106
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Contents: Drive to organize GI's picks up steam; Let soldiers join labor unions? Interviews with Kenneth Blaylock, President, American Federation of government Employees and Representative Robin Beard (R., Tenn.)
Descriptors: *Military personnel / *Unions.

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Labor-management relations in state and local governments: 1975. Washington, U.S. Govt. Print. Off., 1977. 160p.
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Descriptors: *Collective bargaining / *Municipal employees / *Municipal government--Finance / Inflation (Finance) / Taxation / Bargaining impasse procedures.

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Bernardin, H. John.
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Descriptors: *Labor turnover--Research / *Absenteeism--Research / Personality.

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Mobley, William H.
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Descriptors: *Labor turnover--Research / *Job satisfaction research.

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Descriptors: *Leadership--Handbooks, manuals, etc. / *Leadership style / *Role conflict / Meetings / Organizational behavior.

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Descriptors: *Women executives / *Leadership--Research / Leadership style--Evaluation / *Women--Characteristics--Research / Women--Attitudes / Family (Sociological unit).

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The relationships between three supervisor performance variables and leadership success criteria in a formal organization. Ann Arbor, Mich., University Microfilms, 1976. 137p.
Doctoral dissertation, George Washington University, 1976. Abstracted in Dissertation Abstracts International, vol. 37, no. 6, December 1976, p. 3763-A.
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5-114

Saturday-night soldier approach no longer enough. Civil service review (Canada), p. 36-37, December 1976.
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Descriptors: *Leave of absence / Unions / Training.

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5-115 Id184 .D98p

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Descriptors: *Project management--Bibliography.

5-116 Id122 .H18c

Hampton, David R.
Contemporary management. New York, McGraw-Hill, 1977. 442p.
Descriptors: *Management--Textbooks / Management by objectives / Planning/ Decision-making / *Management--Case studies / Job design / Leadership / Communication in management / Motivation / Pay / Group dynamics / Organization development.

MANAGEMENT (Cont'd)

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Descriptors: *Project management / *Selection / *Motivation.

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Bucalo, Jack.

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Descriptors: *Management by objectives--Evaluation / *Personnel directors.

5-119 Id22 .M29h

Mali, Paul. How to manage by objectives; a short course for managers. New York, J. Wiley, 1975. 288p.

Descriptors: *Management by objectives--Study and teaching.

5-120

Murdick, Robert G.

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Descriptors: *Management by objectives / Systems analysis / *Organizational structure / *Management information systems.

MANPOWER PLANNING

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Partial contents: Case study 4: the Public Service of Canada, by W. McCloskey.

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5-123

Wasylenko, Michael J.

Some evidence of the elasticity of supply of policemen and firefighters. Urban affairs quarterly, 12:365-382, March 1977.

Descriptors: State employees / Local officials and employees / *Fire fighters / *Police / *Labor supply / Unions / Labor costs / *Labor economics--Research / Pay.

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Rosenfeld, Carl.

Extent of job search by employed workers. Monthly labor review, 100:58-62, March 1977.

Descriptors: *Job search / *Labor mobility--Statistics / *Job satisfaction / Job search--Methods.

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5-125

Moore, Perry.

Rewards and public employees' attitudes toward client service. Public personnel management, 6:98-105, March-April 1977.

Descriptors: *Motivation research / *Attitude surveys / State employees / Performance / Expectancy theory / Awards / *Employee attitudes.

OCCUPATIONS AND OCCUPATIONAL CHOICE

5-126

A sharper definition of the auditor's job. Business week, p. 55-56, March 28, 1977.

Descriptors: *Auditors--Responsibilities.

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5-127

Bartee, Edwin M. and Fred Cheyunski.

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Descriptors: *Organizational analysis.

5-128

George, William W.

Task teams for rapid growth. Harvard business review, 55:71-80, March-April 1977.

Descriptors: *Task forces / *Team development / *Organizational structure.

5-129

Kassem, M. Sami.

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Descriptors: *Organizations--Theory / *Organizational structure / Leadership theory.

5-130

Negandhi, Anant R. and Daniel Robey.

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Descriptors: *Organizational behavior--Research / *Cross cultural studies--Methods / *Organizations--Theory / Organizational structure / Culture.

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5-131 S/I

Shayne, Neil T.

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Descriptors: *Legal assistants--Training.

PARTICIPATIVE MANAGEMENT

5-132

Northrup, Bowen.

Swedes ponder long-range effects of law giving workers more say in management. Wall Street journal, 189:38, March 25, 1977.

Descriptors: *Participative management / *Sweden / *Works councils / Industrial democracy / Decision-making / Authority / Management rights.

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Prasad, S. Benjamin.

The growth of co-determination. Business horizons, 20:23-29, April 1977.

Descriptors: *Works councils / *Participative management / Germany (Federal Republic, 1949-) / Yugoslavia / Works councils--Law and legislation / Executives--Attitudes.

5-134

Stonewalling plant democracy. Business week, p. 78+, March 28, 1977.

Descriptors: *Participative management / *Works councils / Authority / Power (Social sciences) / Risk / Professional employees--Attitudes / Executives--Attitudes.

PERFORMANCE EVALUATION

5-135

Kearney, William J.

Performance appraisal: which way to go? MSU business topics, 25:58-64, Winter 1977.

Descriptors: *Performance evaluation--Methods / Feedback (Psychology) / Management by objectives.

5-136

Liberman, Aaron and others.

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Descriptors: *Performance evaluation / *Performance evaluation--Forms / *Health manpower / County officials and employees.

PERSONNEL ADMINISTRATION

5-137

Anthony, William P.

Get to know your employees--the human resource information system. Personnel journal, 56:179-183+, April 1977.

Descriptors: *Management information systems / *Personnel administration--Methods / Selection / Personnel utilization / Compensation / Human resource accounting.

PERSONNEL ADMINISTRATION (Cont'd)

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Gore, Daniel.
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Descriptors: *Library administration / *Executives--Responsibilities / Stress, Psychological / *Personnel administration.

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Hyde, Albert C. and Jay M. Shafritz.
HRIS: introduction to tomorrow's system for managing human resources. Public personnel management, 6:70-77, March-April 1977.
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Descriptors: *Personnel information systems / *U.S. Department of State.

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Descriptors: *Personnel administration--Statistics / Productivity improvement--Statistics / Grants-in-aid--Statistics / *Labor force--Statistics / *State government--Yearbooks / Police--Pay--Statistics / *Local government--Yearbooks / Fire fighters--Pay--Statistics / *Canada--Civil service / *United States / Police--Personnel policies / Surveys / Civil service--Societies--Directories / Labor costs / Pay.

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People in public service; a reader in public personnel administration, ed. by Robert T. Golembiewski and Michael Cohen. 2d ed. Itasca, Ill., F. E. Peacock, 1976. 609p.
Includes various articles reprinted from U.S. Civil Service Commission publications.
Descriptors: *Personnel administration--Addresses, essays, lectures / *Civil service--Addresses, essays, lectures / Federal government / Personnel departments.

5-142
Strumpfer, D. J. W.
You and the impatient people. Canadian personnel and industrial relations journal, 24:12-15+, March 1977.
Descriptors: *Personnel administration / Youth--Attitudes / Women--Attitudes / Women--Discrimination / Minority groups / Compensation administration.

PERSONNEL DEPARTMENTS

5-143 Ie17 .P96b 1976
International Personnel Management Association.
Budgets, staffs, and pay rates of public personnel agencies, 1976. Chicago, 1976. 45p.
Descriptors: *Pay rates / *Government employees--Statistics / *Personnel ratios / *Personnel departments--Appropriations and expenditures / Budget / Federal government / State government / Local government.

PERSONNEL DEPARTMENTS (Cont'd)

5-144 Ie17 .J25p

Janger, Allen R.

The personnel function: changing objectives and organization. New York, Conference Board, 1977. 133p. (Conference Board report no. 712)

Descriptors: *Personnel departments--Administration / *Personnel departments--Case studies / *Executives--Responsibilities / Organization charts.

PERSONNEL POLICIES

5-145

Wetherington, George E., Jr. and others.

Personnel practices in the municipal fire service: 1976. Urban data service report, 9:1-13, February 1977.

Descriptors: *Fire fighters--Personnel policies / Fire fighters--Statistics / Residence requirements / Lateral entry / Transfer / Promotion / Qualifications / Fire fighters--Pay / Overtime pay / Fire fighters--Education / Moonlighting / Work clothes.

POLITICAL ACTIVITY

5-146

Fisher, Joseph L.

Hatch Act needs reform, not repeal. Federal times, 13:12, April 4, 1977.

Mr. Fisher is a Congressman from Virginia.

Descriptors: *Hatch Act--Evaluation / Political activity / Federal employees.

PRODUCTIVITY

5-147 Id214 .W89p

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Productivity: the link to economic and social progress; a Swedish-American exchange of views, ed. by Curtis Prendergast. Proceedings of a meeting cosponsored by the Federation of Swedish Industries and ..., April 5, 1976, Washington, D. C. Scarsdale, N.Y., 1976. 55p.

Descriptors: Sweden / United States / *Stock purchase plans / *Participative management / *Productivity improvement--Comparative studies / Productivity improvement--Conferences / *Economic policy--Comparative studies.

PUBLIC ADMINISTRATION

5-148 Ia11 .B86p 1976

Buechner, John C. and Eugene J. Koprowski.

Public administration. 2d ed. Encino, Calif., Dickenson Pub. Co., 1976. 153p.

Partial contents: Bureaucracy and administration; Organizational theory and administration; The administration of organizations.

Descriptors: *Public administration--Theory / *Bureaucracy / *Organizations--Theory.

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Capitol Hill staffs: hidden "government" in Washington. U.S. news & world report, 82:37-40, April 4, 1977.

Descriptors: *Legislative staff.

PUBLIC ADMINISTRATION (Cont'd)

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Lutrin, Carl E. and Allen K. Settle.
American public administraton: concepts and cases. Palo Alto, Calif., Mayfield Pub. Co., 1976. 392p.
Partial contents: Public personnel administration; Sources of bureaucratic power; Dilemmas of bureaucratic responsibility.
Descriptors: *Public administration--Case studies / *Personnel administration--Case studies / *Bureaucracy--Case studies.

5-151 Ia11 .N56m 1977

Nigro, Felix A. and Lloyd G. Nigro.
Modern public administration. 4th ed. New York, Harper & Row, 1977. 492p.
Descriptors: *Public administration--Textbooks / Personnel administration / Finance, Public--Administration / Organizations / Management.

5-152

Nininger, James R. and Victor N. MacDonald.
The management of local government: some directions for change. Canadian business review, 4:53-56, Winter 1977.
Descriptors: *Local government--Administration / *Management methods / Goal setting / Productivity measurement / Local government--Finance / Personnel administration.

5-153 Ia18 .Urlu

Urban administration; management, politics, and change, ed. by Alan Edward Bent and Ralph A. Rossum. Port Washington, N.Y., Kennikat Press, 1976. 385p.
Descriptors: *Public administration--Addresses, essays, lectures / *Municipal government--Addresses, essays, lectures / Politics and government / Collective bargaining / Municipal government--Finance / City managers.

PUBLIC SERVICE EMPLOYMENT

5-154

Finkle, Arthur L.
Governmental economic intervention and the merit system. Public personnel management, 6:78-83, March-April 1977.
Descriptors: *Civil service / *Public service employment / Selection / Promotion / Reduction in force / State government / Municipal government.

RELOCATION

5-155

Bardi, Edward J. and Jack L. Simonetti.
The game of management chess--policies and perils of management transfers. Personnel journal, 56:195-197+, April 1977.
Descriptors: *Relocation--Administration / *Executives / Surveys / Moving expenses / Travel expenses.

REMOVAL

5-156

Feld, Lipman G.
Protection from unfair dismissal: it's up to the judge. Administrative management, 37:59-61+, April 1977.
Descriptors: *Removal--Cases / *Job security--Law and legislation.

REMOVAL (Cont'd)

5-157
Hastings, Robert E.
The fall and rise of Harold Ottmann. Business horizons, 20:34-37, April 1977.
Descriptors: *Removal / *Second careers / Middle age / Success in employment / Unemployed / *Self-evaluation.

RETIREMENT

5-158
Bernstein, Jane B.
[Benefits and plans of the New York State Retirement System.] Civil service leader, 37:5, February 18, 1977 and 37:5, February 25, 1977.
Part 1, What to know when retirement looms; part 2, The whys and "how much" of retirement.
Descriptors: *New York (State)--Civil service / *Pensions.

5-159
Cole, Tren.
Advantages of deferred annuities. Civil service review (Canada), p. 10-12, December 1976.
Descriptors: *Pensions / *Canada--Civil service / *Retirement income / Annuities.

5-160
Myers, Robert J.
Pension benefits and sex. Civil rights digest, 9:45-46, Winter 1977.
Descriptors: *Pension financing / *Sex discrimination.

5-161
Thompson, Gayle B.
Aged women OASDI beneficiaries: income and characteristics, 1971. Social security bulletin, 40:23-48, April 1977.
Descriptors: Women--Characteristics / *Survivors' benefits--Statistics / *Women--Economic conditions / *Aged / Federal employees / Social security / Pensions.

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Pension bibliography--books and technical studies, comp. by Raymond Schmitt, Congressional Research Service. [Washington] 1972. 24p. (72-2 ED)
Descriptors: *Pensions--Bibliography.

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U.S. Library of Congress.
Private pension plan reform: a summary of the Employee Retirement Income Security Act of 1974 (Public Law 93-406). Prepared by Peter Henle and Raymond Schmitt, Congressional Research Service. [Washington] 1974. 23p. (74-183 ED)
Descriptors: *Pensions--Law and legislation / *Pension financing / *Pension vesting.

5-164
Wood, Norman J.
Mandatory retirement and equal protection. Labor law journal, 28:142-146, March 1977.
Descriptors: *Retirement--Compulsory--Cases / *Retirement--Compulsory--Law and legislation / *Age discrimination.

SAFETY

5-165

Myers, Donald W.

Improving safety performance through employee creativity. Supervision, 39:2-3, April 1977.

Descriptors: *Accidents--Prevention / *Suggestion systems / U.S. Postal Service / Federal government.

SCIENTISTS AND ENGINEERS

5-166 Ie172 .M66m

"Minorities in the engineering and scientific professions, 1977-1982-1987."

New York, American Society of Civil Engineers, 1976. 1v.

Papers presented to the Council of Engineering and Scientific Society Executives, August 14, 1976, Atlanta, Ga.

Descriptors: *Scientists--Education--Addresses, essays, lectures / *Engineers--Education--Addresses, essays, lectures / *Afro-American engineers--Education / *Minority groups--Education--Addresses, essays, lectures / Futures (of society) / *Afro-American scientists--Education.

5-167 Ie172 .P36s 1976

Pelz, Donald C. and Frank M. Andrews.

Scientists in organizations; productive climates for research and development. Rev. ed. Ann Arbor, University of Michigan, Institute for Social Research, 1976. 401p.

"Part One of this volume was originally published as Scientists in Organizations: Productive Climates for Research and Development."

Part Two reprints five articles that appeared between 1967 and 1975.

Descriptors: *Scientists--Characteristics--Research / *Organizations--Climate--Research / *Organizational behavior--Research / Scientists--Motivation.

SELECTION

5-168 JK1531 .As3k

Ashman, Allan and James J. Alfini.

The key to judicial merit selection: the nominating process. [Chicago], 1974. 337p.

Descriptors: *Judges--Selection--Methods / *Judges--Selection--Case studies.

5-169

Keene, C. Mansel.

Merit principles--a perspective. IPMA news (International Personnel Management Association), p. 4-5+, April 1977.

Descriptors: *Selection / *Civil service / Tests / Personnel administration.

5-170 Ie135 .P83t

Porter, Wayne R, Edward L. Levine and Abram Flory III.

Training and experience evaluation; a practical handbook for evaluating job applications, resumes and other applicant data. Tempe, Ariz., Personnel Services Organization, 1976. 72p.

Descriptors: *Selection--Handbooks, manuals, etc. / *Selection--Methods / Job analysis / Qualification standards / *Job applicants--Evaluation / Government employees / Work experience--Evaluation / *Qualifications--Evaluation.

SUPERVISION

5-171

Atkinson, William.

YOU--the new supervisor. Supervision, 39:16-17, April 1977.

Descriptors: *Supervision / Supervisors--Attitudes / Human relations.

TESTS

5-172

Bartlett, C. J., Philip Bobko and Steven M. Pine.

Single-group validity: fallacy of the facts? Journal of applied psychology, 62:155-157, April 1977.

Descriptors: *Test validity / Literature reviews.

5-173

Boehm, Virginia R.

Differential prediction: a methodological artifact? Journal of applied psychology, 62:146-154, April 1977.

Descriptors: *Test validity / *Tests--Research.

5-174

Ebel, Robert L.

Comments on some problems of employment testing. Personnel psychology, 30:55-63, Spring 1977.

Comments at a conference on content validity, July 18, 1975, Bowling Green State University.

Descriptors: *Test validity / *Tests--Construction / Prediction of occupational success.

5-175 Ie176 .Ed8i 1972

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Assessment in a pluralistic society; proceedings of the 1972 invitational conference on testing problems. Princeton, N.J., 1972. 126p.

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Helping employees develop job skill; a casebook of training approaches. Washington, Bureau of National Affairs, 1976. 181p.

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Descriptors: *Women--Addresses, essays, lectures / Women--Career opportunities--Handbooks, manuals, etc. / *Women employees / *Decision-making--Handbooks, manuals, etc. / Women--Discrimination / Women--Civil rights / *Women--Employment--Addresses, essays, lectures.

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